

2010 Annual Conference

May 14-15, 2010

Sheraton Guildford Hotel, Surrey, BC



British Columbia
HOSPICE
PALLIATIVE CARE
Association

EXHIBITOR PROSPECTUS

BC Hospice Palliative Care Association Conference Exhibit Space

The BC Hospice Palliative Care Association Annual Conference *Raising the Torch: Expanding the Vision*, is the only provincial conference in British Columbia focusing on hospice palliative care.

The 2010 Canadian Hospice Palliative Care Conference, *Raising the Torch Expanding the Vision*, has attracted the top speakers from across the country and will be attended by 200+ hospice palliative care healthcare participants including physicians, nurses, pharmacists, homecare workers and volunteers.

As a key player in the health care industry, this conference is an opportunity not to be missed as an exhibitor.

WHY EXHIBIT at the BC Hospice Palliative Care Association Conference

- Affirm your organization's commitment to BC's health care system
- Be positioned as an industry leader
- Gain a competitive edge
- Receive valuable exposure throughout the conference with current and potential clients
- Build relationships with fellow industry leaders

Exhibit spaces are available to suit all budgets and marketing goals. If you would like to customize a special sponsorship package or to discuss sponsorship and exhibitor opportunities in general, please contact:

Dan Levitt, Director of Fundraising and Development
604-266-7229 or danlevitt@shaw.ca

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CONFERENCE LOCATION:

- Sheraton Guildford Hotel - 15269 – 104 Avenue, Surrey, BC
- Ph: 604-604-582-9288

EXHIBIT HOURS:

- Friday, May 14: 0730-1600
- Saturday, May 15: 0800-1530

EXHIBIT SET-UP:

- Friday, May 14: 0600-0715 – Set-up must be complete by 0715
- **FYI – we are currently working with the hotel in securing a Thursday, May 13 move-in date – we will advise all exhibitors as this progresses.**

EXHIBIT TAKE-DOWN:

Exhibit take down will take place on Saturday, May 14 after 1530

EXHIBIT FEES:

- Corporate fee: \$1000.00 + 5% GST (\$50.00) = \$1050.00 per booth
- Non-profit fee: \$600.00 + 5% GST (\$30.00) = \$630.00 per booth
- Full payment as outlined above is required when applying for exhibit space.
- Payments to be made payable to the BC Hospice Palliative Care Association BC.
- Visa and MasterCard are accepted.

EXHIBIT SPACE ALLOCATION:

- Exhibit space will be allocated on a first come basis upon **receipt of completed forms and payment.**
- Exhibit space confirmation will be forwarded upon acceptance of the completed forms and payment.

ITEMS INCLUDED IN THE EXHIBIT SPACE FEE:

- 1-6' skirted table (if required) and 2 chairs (if required)
- One electrical outlet
- Dinner tickets for Saturday may be purchased at an additional fee of \$80 each + GST

ITEMS NOT INCLUDED IN THE EXHIBIT SPACE FEE:

- Materials handling, telephone and data line connections, additional or 220V power, additional furniture/equipment rentals, computer rentals, audio visual rentals, etc.

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RULES & REGULATIONS

Cancellation Of Booth Space By Exhibitors

Notice of cancellation must be received in writing by the BC Hospice Palliative Care Association (BCHPCA). Notices of cancellations received in our offices on or before May 1, 2010, are subject to an administrative fee of 25% of the total cost of the space. No refund of payment will be made for cancellations received after May 1, 2010. BCHPCA will be entitled to all monies paid and owed as liquidated damages. Refunds, where applicable, shall be made without interest.

Cancellation of Booth Space by BCHPCA

BCHPCA may cancel this contract, upon reasonable cause, or upon the happening of events beyond its control which makes performance impossible or useless, upon written notice to the exhibitor by an authorized agent, employee, or officer of BCHPCA. BCHPCA reserves the right to alter, reduce, or redistribute allocated space upon reasonable cause, or upon the happening of events beyond its control which render previous space allocation impossible or useless, upon written notice to the exhibitor by an authorized agent or employee, or office of BCHPCA. In the event of such cancellation or reduction, BCHPCA agrees to negotiate in good faith toward refund, reduction or alternate application of the sums paid by the exhibitor as rental fees.

Failure to Occupy Exhibit Space

If space is not occupied by the close of the move-in period, this will be considered a no-show and the space will be forfeited by the exhibitor. This forfeited space may be resold, reassigned or used by the BCHPCA show management without obligation on the part of BCHPCA for any refund whatsoever.

Insurance

While every effort will be made to provide security for exhibits while at the Sheraton Vancouver Guildford Hotel, neither BCHPCA nor the Hotel will assume responsibility for loss or damage to exhibits, or other exhibition property. BCHPCA strongly recommends that each exhibiting firm secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this convention as well as during installation, show dates and dismantling.

Subletting or Apportioning of Exhibit Space

Exhibitors may not assign, sublet or apportion all or any part of the space contracted for by them, and may not advertise or display goods or services other than those manufactured, distributed, or sold by them in the regular course of their business. Space contracted for by an exhibitor is for the sole use of that exhibitor only.

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EXHIBIT SPACE CONTRACT

This application form is for exhibit space at the BC Hospice Palliative Care Association 2010 Annual Conference, May 14-15, 2010, at the Sheraton Guildford Hotel in Surrey, BC.

COMPANY NAME:

CONTACT NAME:

POSITION/DEPT:

E-MAIL:

WEB-SITE:

PHONE:

FAX:

STREET ADDRESS:

CITY:

PROV./STATE:

POSTAL/ZIP CODE:

We, the undersigned, hereby acknowledge receipt of a copy of the Exhibit Prospectus and the Rules & Regulations and agree that all terms, conditions, rules, and regulations, therein contained shall form part of this agreement as though they were expressly contained herein. We are also aware of, and agree to abide by the application and cancellation policies.

SIGNATURE:

POSITION:

DATE:

ENCLOSED IS OUR PAYMENT OF _____ MADE PAYABLE TO THE BC Hospice Palliative Care Association of BC.

EXHIBIT FEES:

Corporate: \$1000.00 + 5% GST (\$50.00) = \$1050.00 per booth

Non-profit: \$600.00 + 5% GST (\$30.00) = \$630.00 per booth

Method of payment: Cheques to be made payable to the BC Hospice Palliative Care Association

VISA#

MasterCard #

EXPIRY DATE

CARD HOLDER NAME

SIGNATURE

SEND THIS COMPLETED FORM ALONG WITH PAYMENT TO:

**ATTENTION: Sharon Baskett, The Conference Intelligence Agency Inc.
P.O. Box 41069, 2529 Shaughnessy St., Port Coquitlam, BC V3C 5Z9
PH: 604-945-3574 FAX: 604-945-3576
E-mail: sharon@theciainc.com**